

**USACE**  
**Electronic Publications &  
Digital Visual Libraries**

Briefing  
IRMWC Conference  
19 May 1998

# Briefing Outline

## ◆ Electronic Publications

- Publications Data Call - Report Summaries
- Publishing & Printing Trends
- Migration to Corps-wide Electronic Publications
- HQUSACE Electronic Publications Program

## ◆ Digital Visual Library

- Regulatory Requirements
- Digital Visual Library Program

# **DCG Tasker**

## **For USACE Publication Data Call**

### **Data Requested ( 21 APR 97):**

- ◆ Report on publications differentiated by "Official" & "Unofficial" Information reported by organization.
- ◆ Cost of printing.
- ◆ FTE associated with compiling, editing and publishing the material.

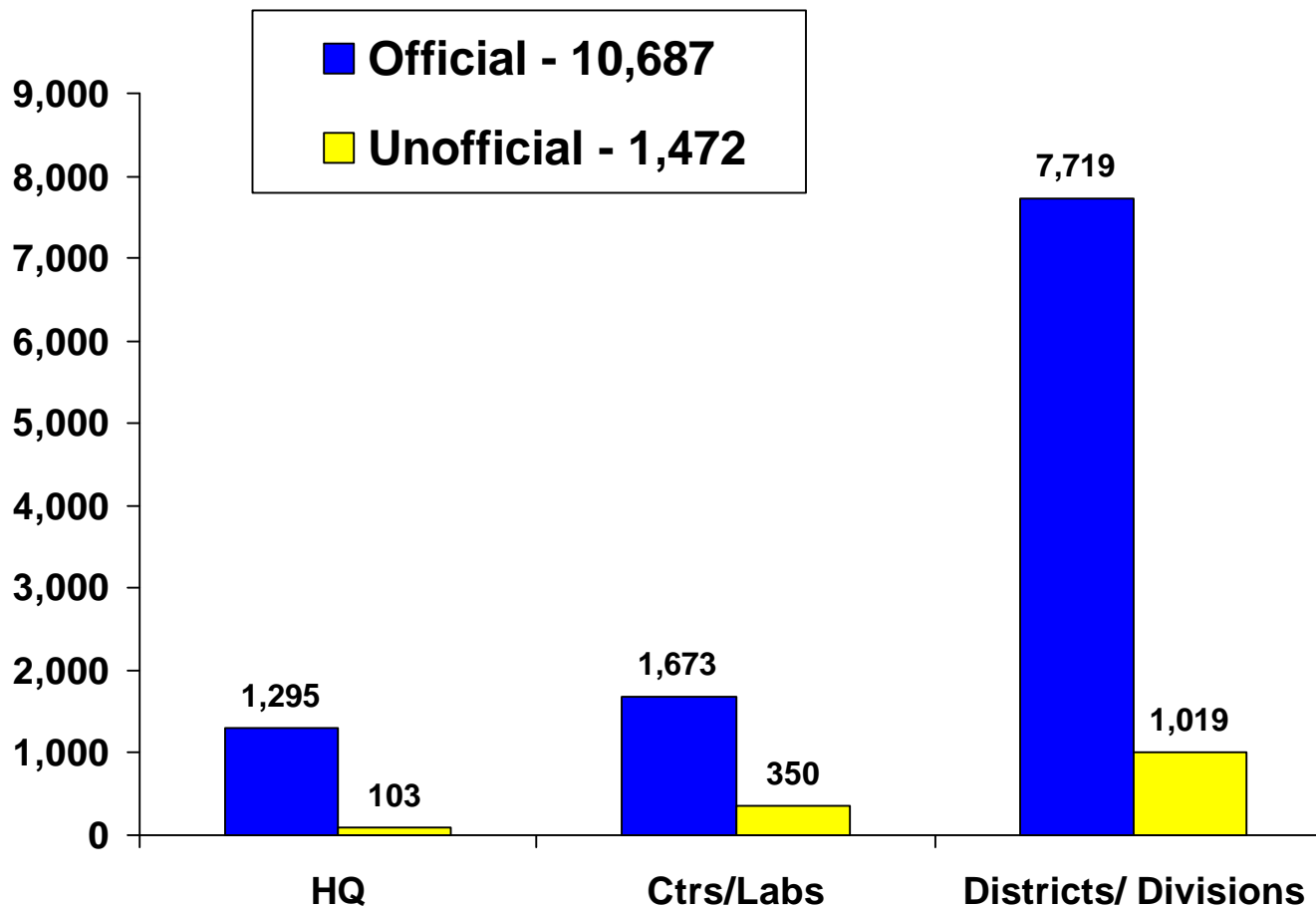
# **Factoids**

## **USACE Publications Data Call**

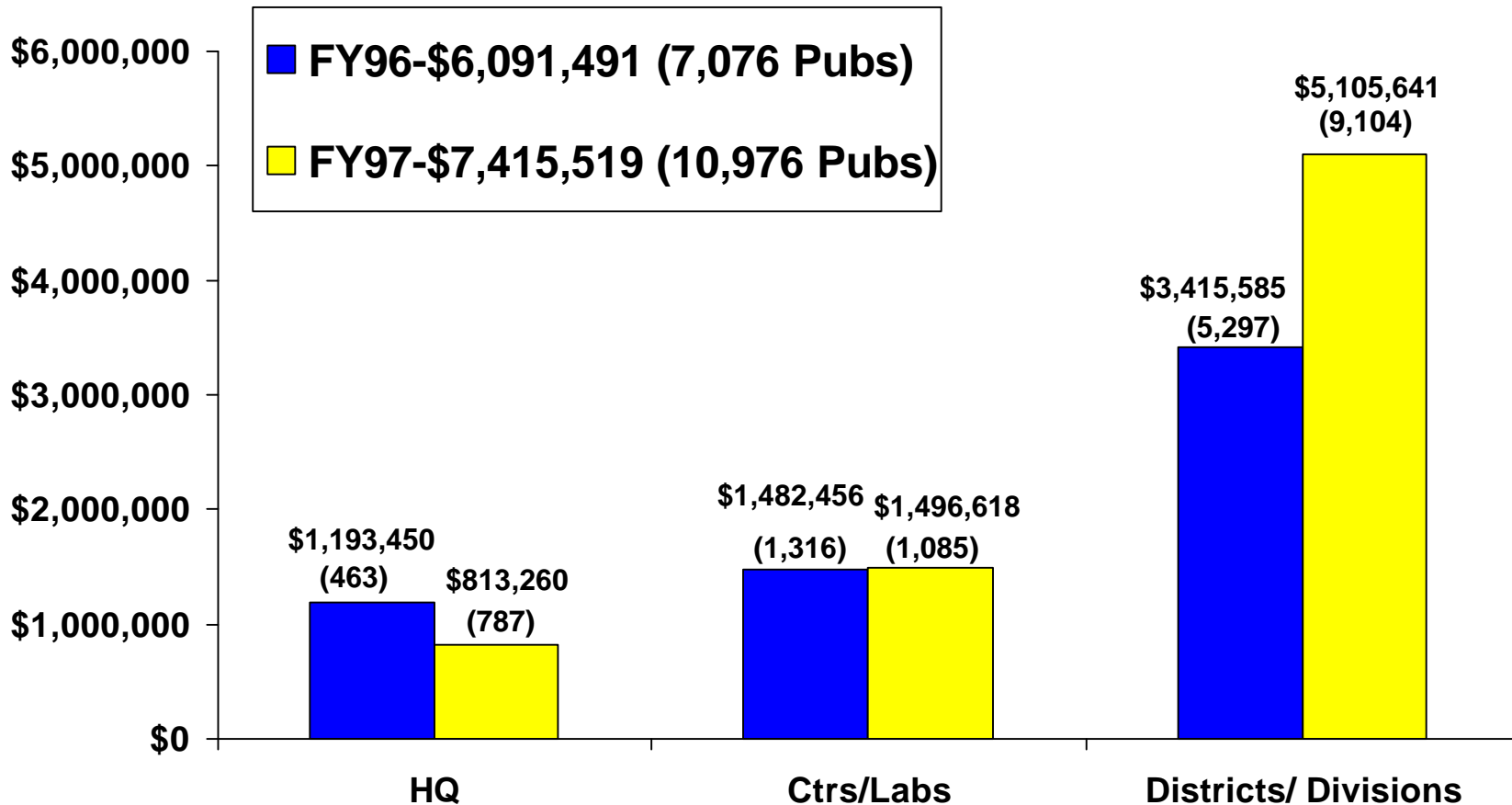
- ◆ 16,672 Data Records Entered
- ◆ 17 Data Elements for Each Data Record
- ◆ 283,424 Data Elements Entered
- ◆ 357+ Members Entered Data

# Total Active Official & Unofficial Publications

## FY 87 Through FY 97



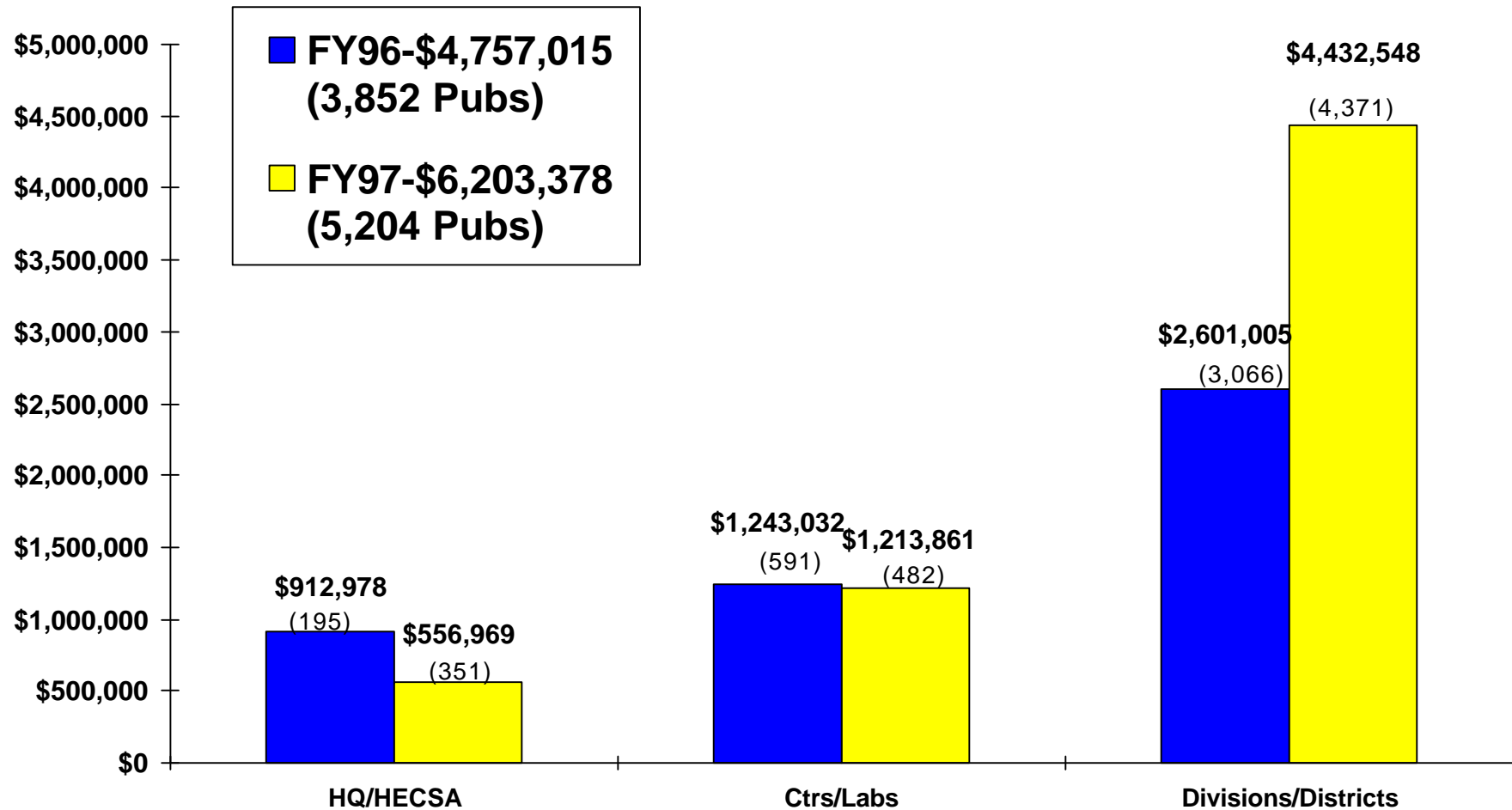
# Detail Cost Analysis Performed for Printing Costs & Quantities FY96/FY97



# Official Publications

## Printing Costs & Quantities

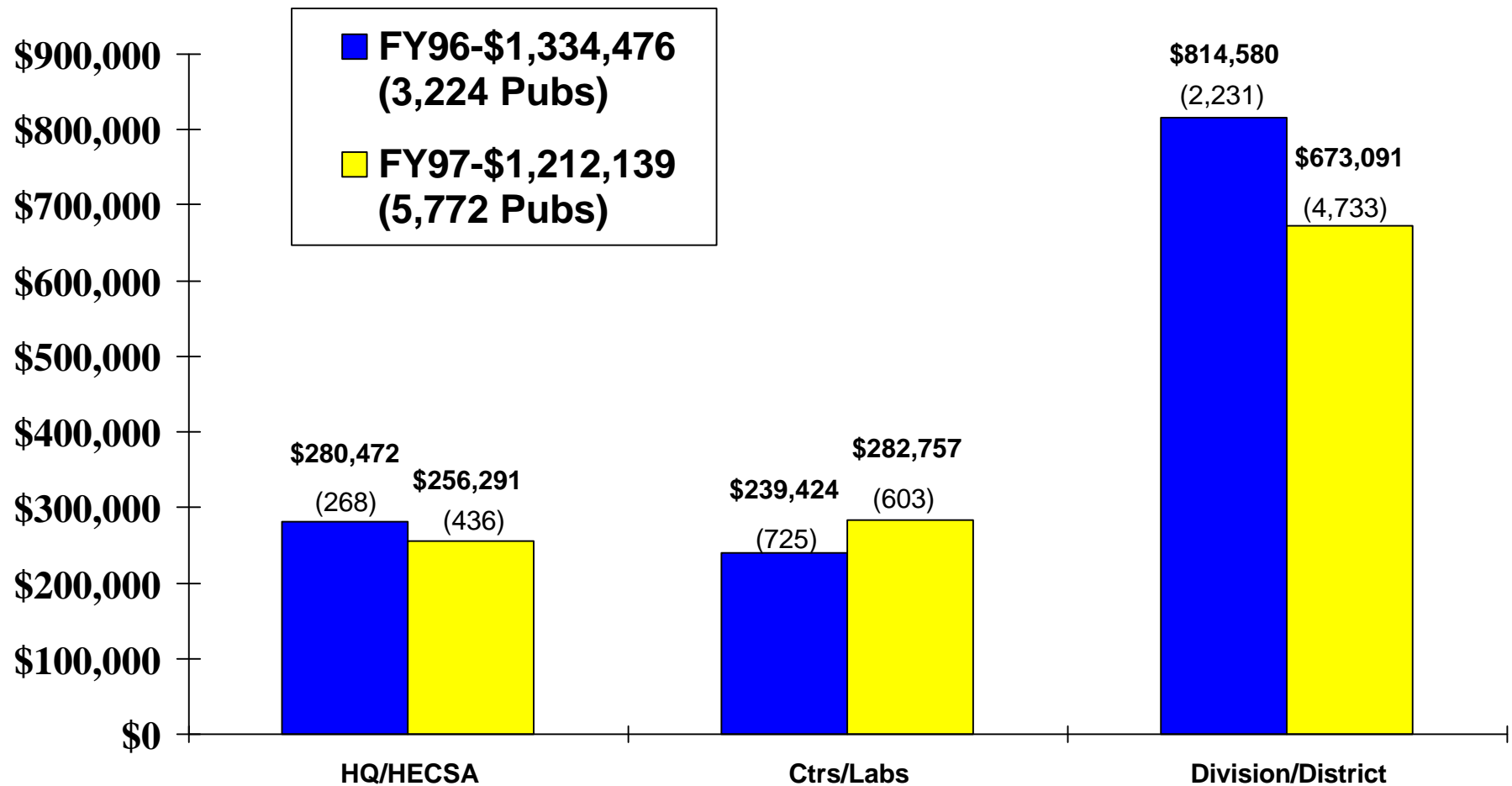
### FY96/FY97



# Unofficial Publications

## Printing Costs & Quantities

### FY96/FY97

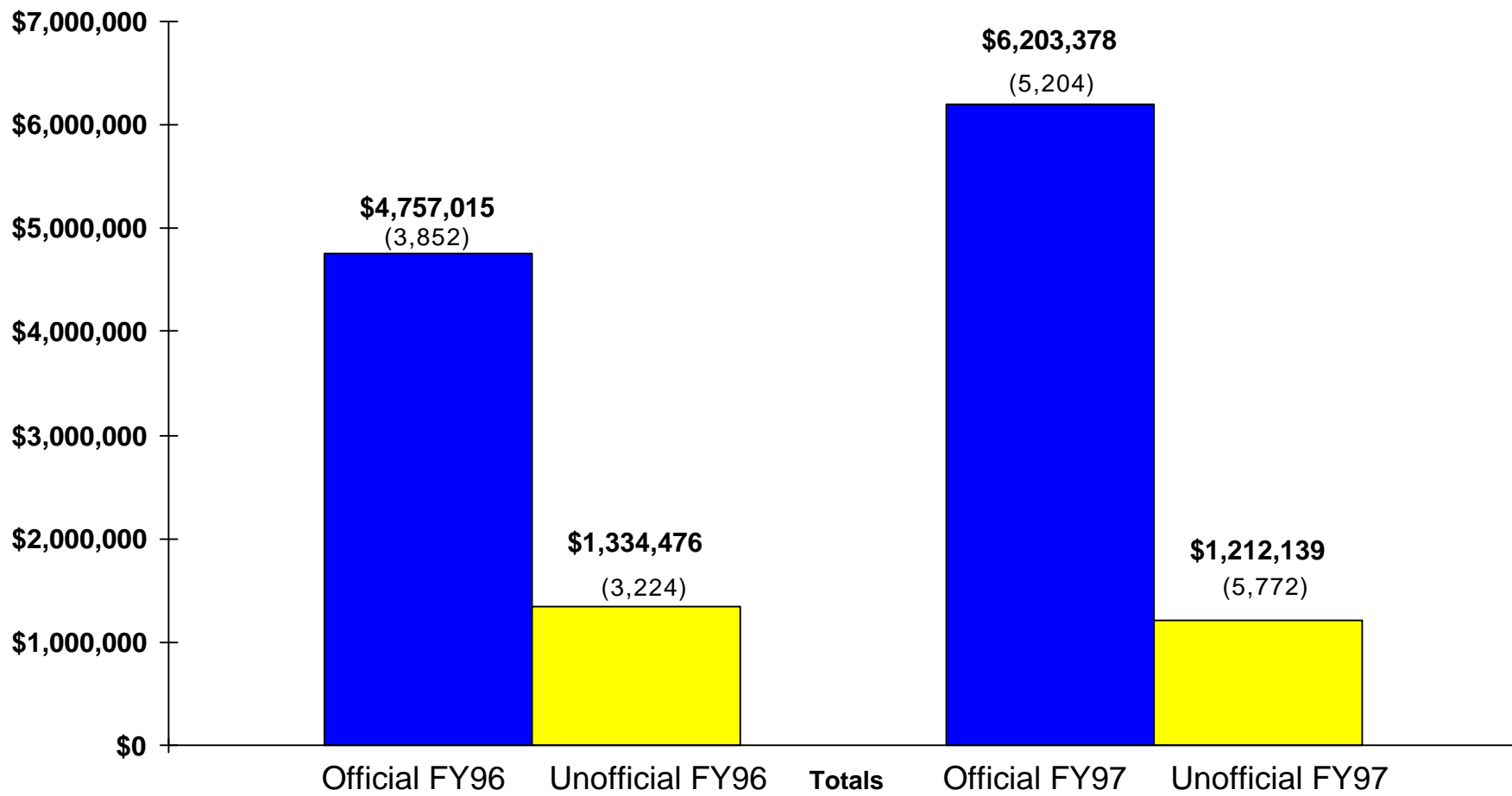




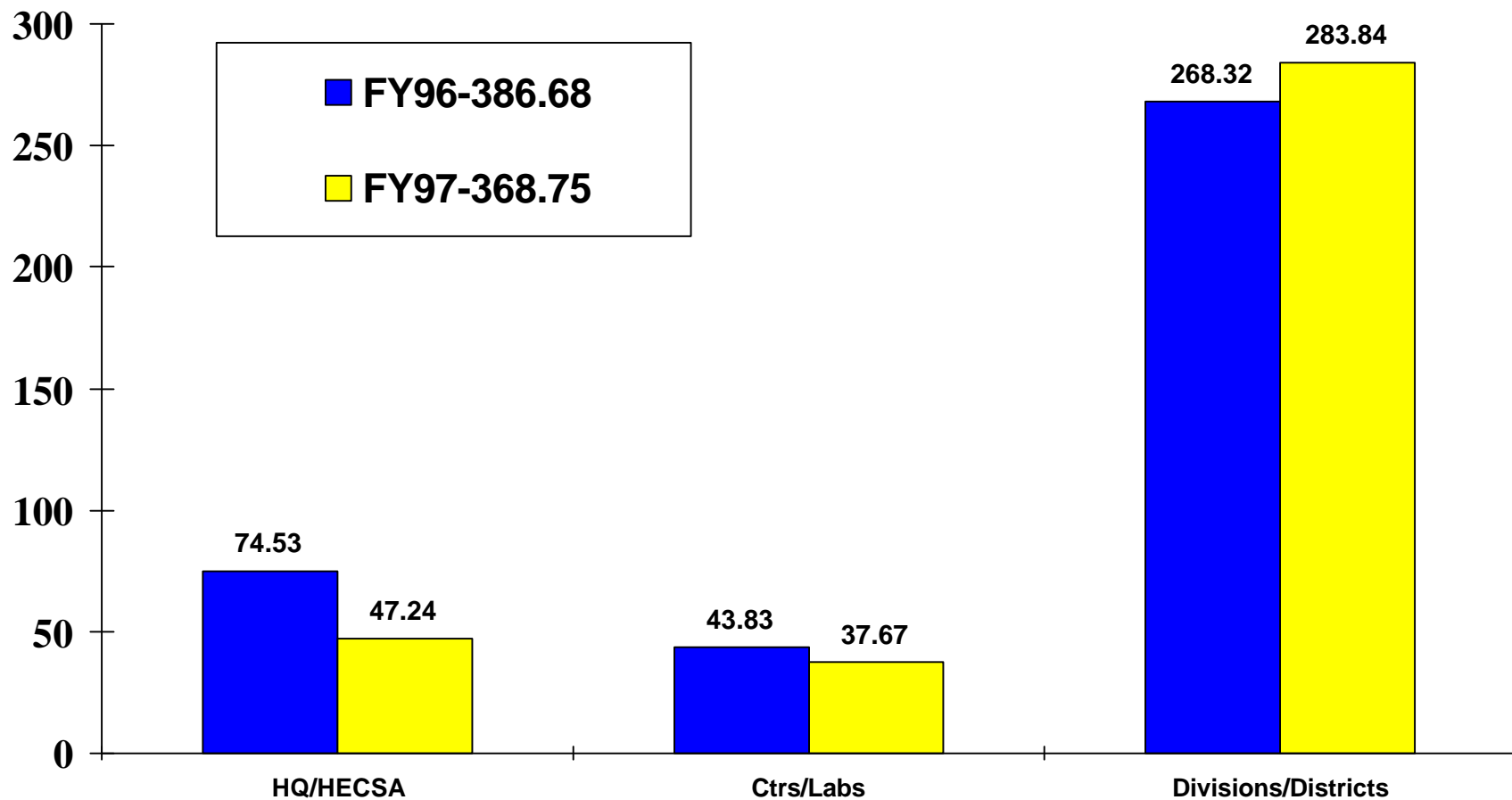
# Official/Unofficial Publications

## Total Printing Costs & Quantities

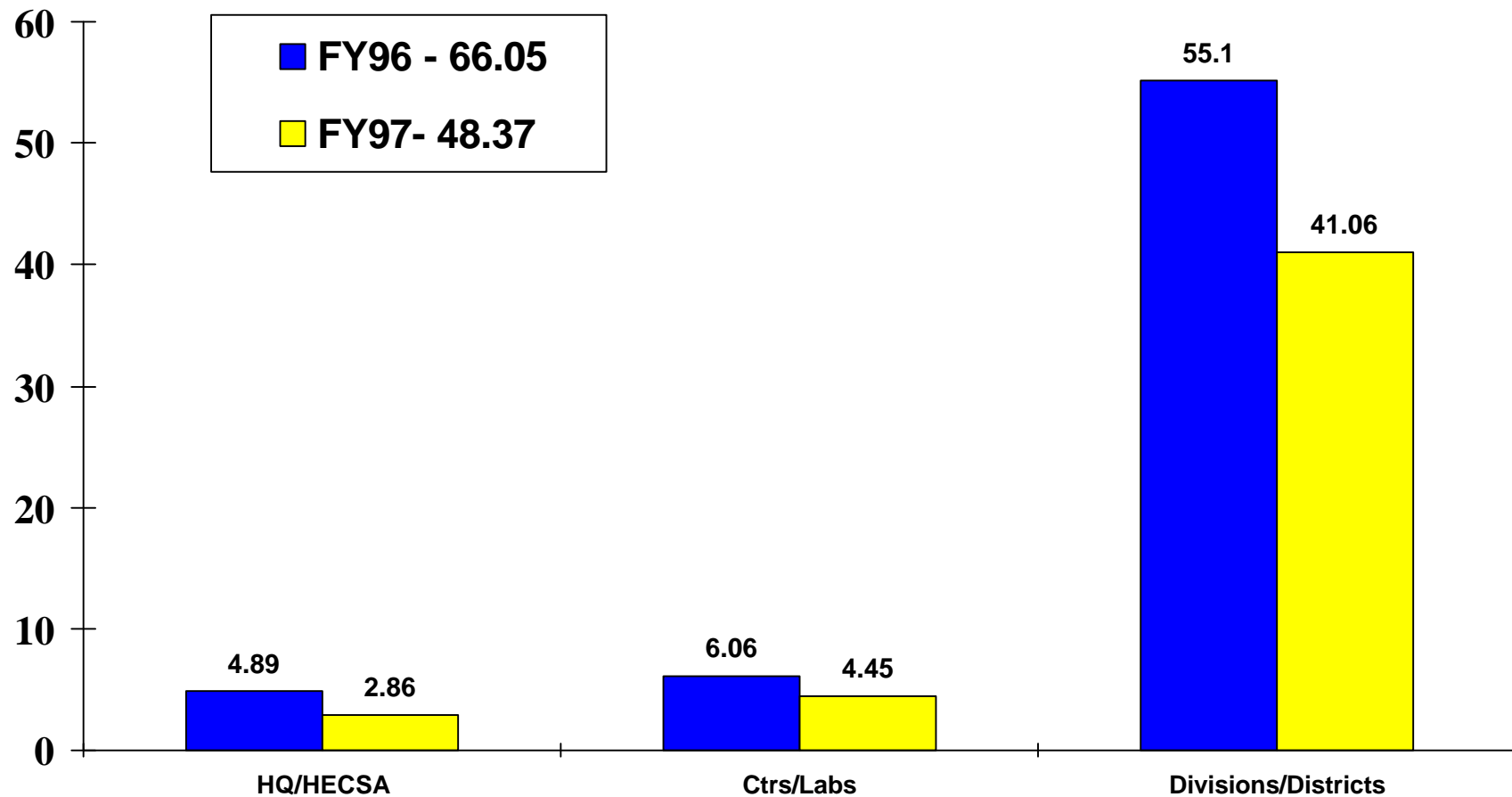
### FY96/FY97



# FTEs Involved in Publishing Official Publications for FY96 /FY97



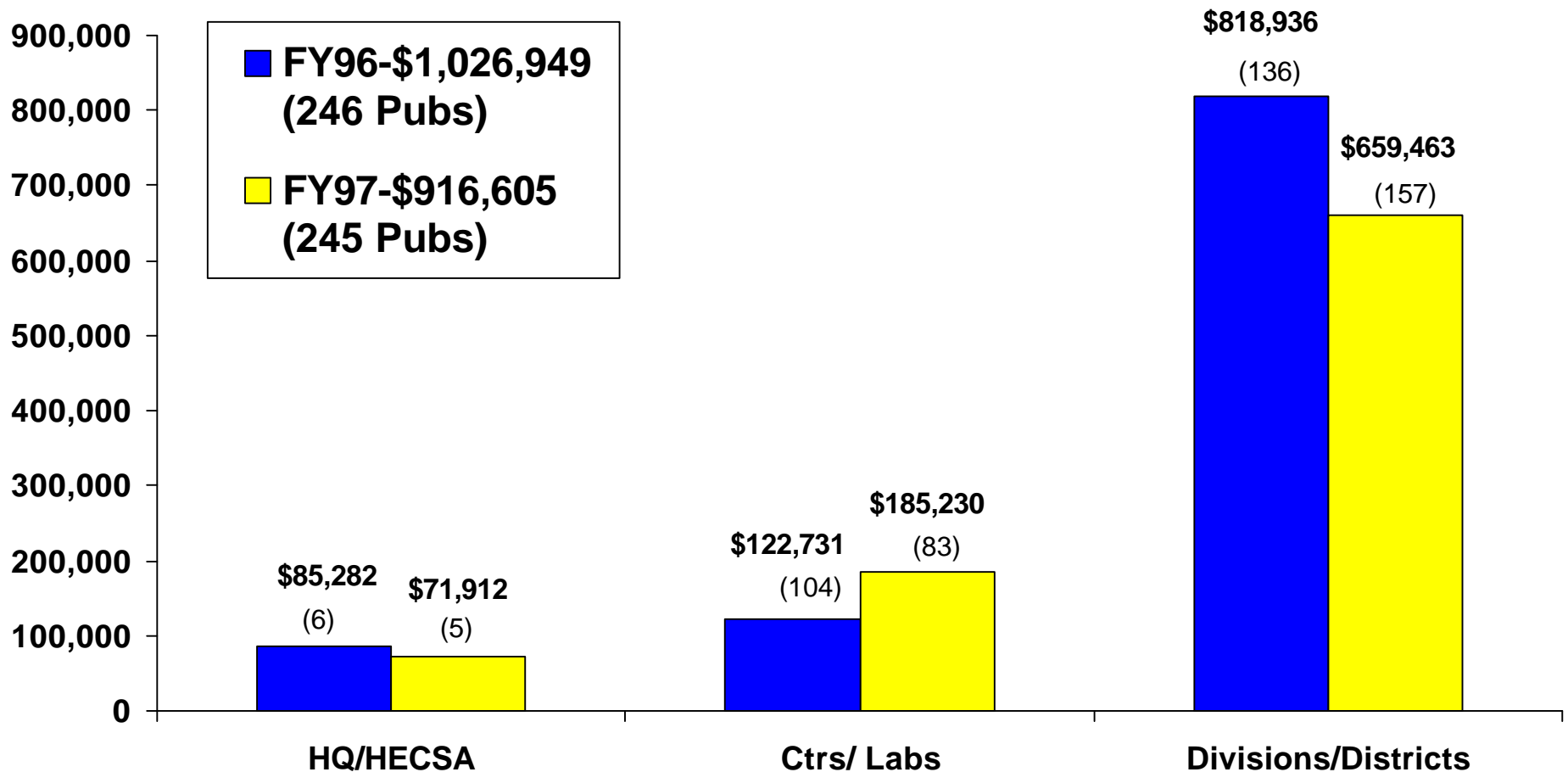
# FTEs Involved in Publishing Unofficial Publications for FY96/FY97



# Full Color Publications

## Printing Costs & Quantities

### FY96/FY97



# Observations

- ◆ “Official” Publications for internal audiences constitute the largest segment of publishing throughout USACE
- ◆ “Unofficial” Publications (project brochures, maps) for public audiences constitute the largest segment of color printing and typically cannot be replaced with electronic format
- ◆ HQUSACE invests an estimated \$1 million annually on Publications. \$735K is invested in “Official” Publications
- ◆ Corps-wide investment in Publications is estimated at \$6.75M. \$5.5M is invested in “Official” Publications

# Publishing & Printing Initiatives

## ◆ Defense Reform Initiative

- Publishing Goal #1: Paper Free Contracting Process by 1 JAN 2000
- Publishing Goal #2: Stop Printing all Regulations and Instructions by 1 JUL 1998

## ◆ Department of Army Initiative

- Stop Printing all Administrative Publications by 1 JUL 1998
- Stop Printing all Administrative Forms by 1 JUL 1998
- Stop accepting customer requisitions for print media stocked in depot on 1 JAN 2000

## ◆ Department of the Army Major Commands (AMC/FORSCOM/TRADOC/USACE):

- Migrating to electronic publications (PDF/SGML/HTML)
- Distribution of electronic publications on CD-ROM & INTERNET

# Publishing & Printing Initiatives (cont.)

| Organization Publication Categories |                                | Distribution Media | File Format      |
|-------------------------------------|--------------------------------|--------------------|------------------|
| USAPA                               | Admin. Pubs                    | Print/CD/Internet  | PDF & SGML       |
| AMC                                 | Admin. & Train Pubs            | CD                 | PDF              |
| FORSCOM                             | Admin. Pubs                    | Internet           | MS Word          |
| TRADOC                              | Admin. & Train Pubs            | Print/CD/Internet  | HTML & PDF       |
| USACE                               | Admin., EC/EDI & Engineer Pubs | Print/CD/Internet  | HTML, PDF & CALS |
| NAVFAC                              | Admin. & Engineer Pubs         | Print/ CD          | All Formats      |

# Publishing Recommendations

## Implement Corps-wide Paperless “Official” Publications Program

- ◆ Stop Printing HQUSACE “Official” Publications
  - Target, 1 June 1998
- ◆ Stop Printing MSC “Official” Publications
  - Target, 1 October 1999
- ◆ Maintain Electronic Interchange Formats (PDF, HTML, CALS Formats)
- ◆ Establish Standard Distribution Platform – Internet/Intranet (Electronic Bid Sets and Other Unique Programs May Require CD-ROM)



# Electronic Publications Impacts

## Hard Impacts - Known/Projected

- ◆ Cost Avoidance in Printing
  - HQUSACE - Estimate \$735K /FY
  - USACE - Estimate \$5.5 M /FY
- ◆ Increased Use of PDF Interchange Format will require acquisition of software and training
  - One Time Software Acquisition = \$150,000
  - Software Training = \$310,000
  - Annual Corps-wide Maintenance Cost = \$30,000
- ◆ Conversion of MSC legacy publications (printed) will require scanning and conversion services

## Soft Impacts - Unknown/Anticipated

- ◆ Decreased Level of Publications stock and distribution
- ◆ Increased print on demand and copier service

# HQUSACE Electronic Publications Program

*“Can Do Right Now”*

- ◆ 1116 Publications.
  - Approximately 990 Publications in Electronic Format
- ◆ 515 Forms
  - 185 Forms in Electronic Format
- ◆ Publications in PDF & CALS
- ◆ Publication Functionality: Read, Print, Text Search, Hyperlink, Copy Text & Graphics to Other Applications

# USACE Internet Publication Library Monthly Utilization

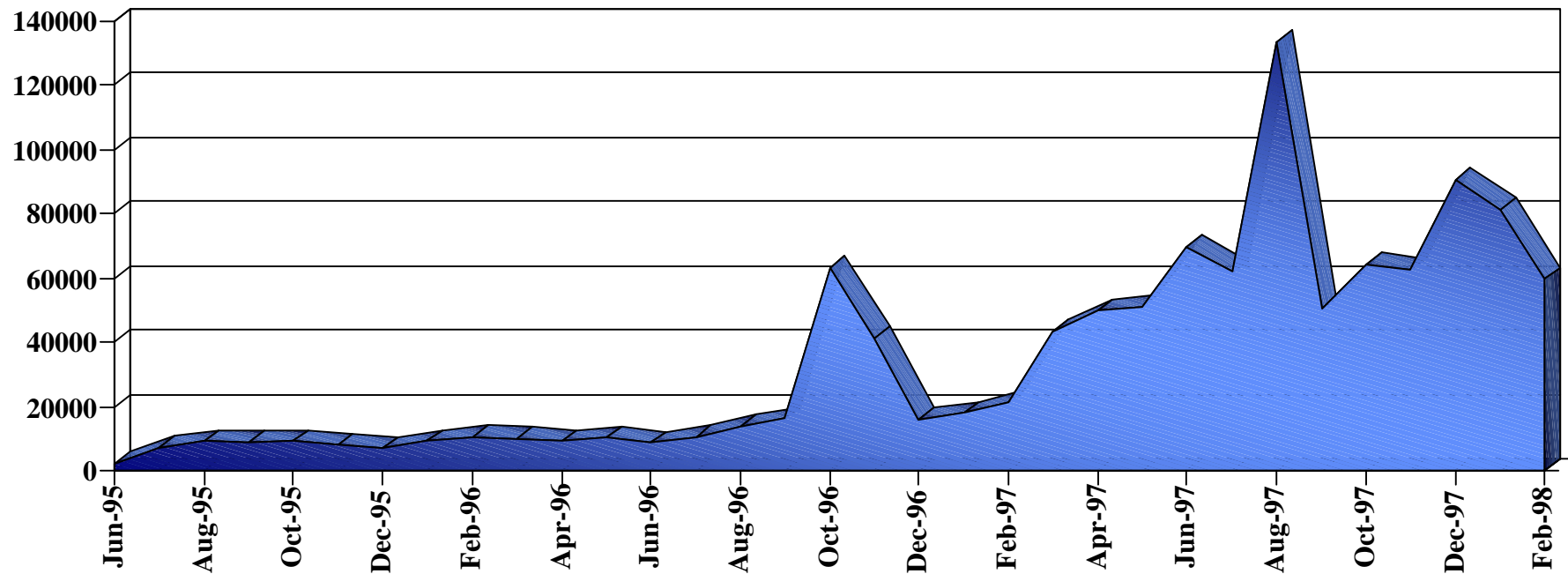
Jan 97 -- 17,980

Feb 97 -- 21,496

Jan 98 -- 81,352

Feb 98 -- 59,693

Number  
of  
Users



# **HQUSACE Electronic Publications Library Review and Demonstration**

Electronic Publications Internet Address:

<http://www.usace.army.mil/inet/usace-docs/>



# **USACE Visual Information Products**

## **Archival Requirements**

- ◆ AR 25-1 Army Information Resource Management Program
- ◆ DA PAM 25-91 Visual Information Procedures
- ◆ AR 25-400-2 Modern Army Record Keeping System
- ◆ ER 25-1-90 Visual Information
- ◆ ER 25-1-91 Digital Visual Library

# USACE Digital Visual Library

- ◆ The library is a partnership of the offices of Public Affairs, History, and Information Management at all command levels.
- ◆ The library is an example of "One Door to the Corps" in action. The DVL provides life cycle management of imagery, and a means of achieving maximum value from resources invested in the acquisition and production of visual materials.

# Digital Visual Library Categories

- ◆ Photographic Images
- ◆ Video Tape Storyboards
- ◆ Digital Presentations
- ◆ Graphic Arts



# **Digital Visual Library**

## **Value to Contributors & Users**

- ◆ Contributors: Receive free image conversion, Photo CDs and posting of images to the INTERNET.
- ◆ Users: Access to quality electronic images of current and historical USACE missions, programs, projects, and events for use in briefings, print media products, exhibits, news releases, etc.

# **USACE Digital Visual Library Review and Demonstration**

Digital Visual Library Internet Address:

<http://images.usace.army.mil>

# **USACE Electronic Publications & Digital Visual Libraries**

## **INTERNET Addresses**

- ◆ **Electronic Publications Library**

<http://www.usace.army.mil/inet/usace-docs/>

- ◆ **Digital Visual Library**

<http://images.usace.army.mil>